

# Checklist for Registering Limited Partnerships

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## Limited Partnerships

- ☐ Type of business – Limited Partnership
- ☐ Residency of business – Domestic (SC) or Foreign (outside SC)
- ☐ Unique name of corporation – a query is performed against the registration database at the Secretary of State's office to determine availability. For domestic businesses, if the name is unavailable, you can enter another
- ☐ Name used to conduct business with the Secretary of State within South Carolina (foreign only)
- ☐ Federal Employer Identification Number (FEIN number)
- ☐ Industry Classification (NAICS Code) – tables are provided
- ☐ Name and address of registered agent in South Carolina
- ☐ Address of the principal office
- ☐ Do you need Certificate of Authority in SC, i.e., need to register with the Secretary of State's office or have presence in SC (foreign only)
- ☐ Name of state or country under which it was incorporated, date of incorporation, and period of duration (foreign only)
- ☐ General Partner name, SSN, partner percentage and address (must be a minimum of one)
- ☐ Address of office where a list of names and addresses of the Limited Partners and their capital contributions is kept (foreign only)
- ☐ The latest date upon which the limited partnership is to dissolve (if applicable)
- ☐ Optional provisions of the Certificate of Limited Partnership, which can be faxed, emailed or uploaded to the Secretary of State (domestic only)
- ☐ Name, SSN, address, and partner percentage of each partner (must be a minimum of two)
- ☐ Information about the previous owner if the business was acquired (domestic only)
- ☐ The Doing Business As (DBA) name, phone number, physical address, mailing address, and record address for each location in South Carolina
- ☐ Account Number and routing number (for electronic check payments – Electronic Funds Withdrawal) or credit/debit account number (for credit/debit card payments) and other applicable payment information
- ☐ Signatures of general partners on the Signature Form, which can be printed from SCBOS and faxed, emailed or uploaded to the Secretary of State (domestic only)

- ☐ Signature of general partner on the Signature Form, which can be printed from SCBOS and faxed, emailed or uploaded to the Secretary of State. A certificate of existence from the state of incorporation that is no older than 30 days is also required (foreign only)

## **Other Sections (may be optional)**

### **Business Personal Property (per location)**

- ☐ Estimated date when entity began/will begin conducting business within the state
- ☐ Daytime business phone number

### **Retail Sales License (per location)**

- ☐ Location Doing Business As (DBA) name or trade name
- ☐ Physical address
- ☐ Mailing address
- ☐ Records address
- ☐ Phone number
- ☐ Products sold
- ☐ Estimated date of first sale

### **Employment (per business)**

- ☐ Number of employees

### ***Withholding Account***

- ☐ Physical address
- ☐ Mailing address
- ☐ Records address
- ☐ Business phone number
- ☐ Anticipated first date of employment in South Carolina
- ☐ Anticipated date of first payroll in South Carolina
- ☐ Is employment seasonal
- ☐ Principal place of business – in or outside SC
- ☐ Estimated Federal Withholding for the quarter
- ☐ Estimated highest quarterly payroll

### ***Unemployment Account***

- ☐ Federal withholding (941 total) during the previous 12 months
- ☐ Is the business liable for Federal Unemployment Tax (FUTA form 940)
- ☐ First quarter ending date that payroll was (will be) \$1500 or more

You start getting familiar with SCBOS by checking out the tutorials which will take you step by step through the SCBOS Web site with topics including: How to Use the SCBOS Tutorials, How to Login for the First Time, and South Carolina Business One Stop (SCBOS) Overview.

Once you've had a chance to familiarize yourself with SCBOS, go to [www.scbos.com](http://www.scbos.com) and create a user account by clicking on the "New User" button. Once you've setup your new user account and have created a personal profile with "Secret Questions" to protect your identity, proceed to "User Workspace" and click on "Registrations" located on the top navigation toolbar. Select "Start New Business" or "add Existing Business" and work your way through each question. Remember, you can always hit the "Pause" button to save your Application and resume at a later date.